

2013-14 ACT Staff Fall Meeting

Why are we here?

- Gear Up Grant
 - All Montana juniors attending a public school will get to take the ACT Plus Writing for free this spring.
 - The test will be administered at school on a school day.
- ACT Teams
 - Your principal was asked by ACT to assign ACT roles.
 - Team does the planning, training and administration
- Schedule
 - Initial Test Date – Wednesday, April 23
 - Make-Up Test Date – Wednesday, May 7
 - Accommodations Window – April 23-May 7



Team Players

- Principal
 - Receives School Profile Summary Report
 - Assigns ACT Staff
- Test Coordinator
 - Referred to by ACT as District Accommodations Coordinator (DAC)
 - Receives district-level data
 - Communication
- District Clerk/ Superintendent/ Authorized Representative
 - E-Grants



Team Players

- Test Supervisor (TS)
 - Manages standard time testing
 - Provides training
- Back-Up Test Supervisor (BU)
 - In the event that the (TS) cannot fulfill his/her duties the BU will do so.
- Test Accommodations Coordinator (TAC)
 - Manages accommodations testing
 - Applies for ACT-Approved and State-Allowed accommodations
 - Provides training

What's This?

Standard Time Testing

Refers to testing *without* accommodations.

Test Supervisor

- Managing Standard Time Testing
 - Determine if the facility meets ACT requirements
 - Submit online off-site proposal if your facility does not meet the ACT requirements
 - Receive ACT shipments
 - Maintain the security of secure shipments
 - Conduct pre-test sessions
 - Supervise testing on initial and make-up test days
 - Report test irregularities
 - Return all standard time testing materials after initial test day
 - Order, receive, and secure make-up test materials
 - Return make-up and accommodation test materials



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 - Provides training

What's This?

Standard Time Testing

Refers to testing *without* accommodations.

Test Accommodations Coordinator

- Managing Accommodations Testing
 - Accommodations Webcast
 - Apply for accommodations
 - Review ACT-Approved Accommodations Roster
 - Order State-Allowed accommodations materials
 - Receive secure accommodations shipment
 - Supervise accommodation testing
 - Return accommodations materials after Make-up Test Day.



Facility Requirements

- Summary of Requirements
 - <http://opi.mt.gov/PDF/Assessment/ACT/14SummaryofRequirements.pdf>
 - <http://www.act.org/aap/pdf/SummaryofRequirements.pdf>
- Check your facility early
- Off-site proposal deadline: December 13
 - <https://www.srs.act.org/se.ashx?s=04BD76CC31438DC6>
- Off-site costs
 - Please send OPI an estimate of additional cost:
amakowski@opi.mt.gov



MyAccess and ACT Online Prep

- OPI is negotiating with MyAccess and ACT Online Prep to offer licenses for every ACT school so students can begin preparing for the ACT.
- Opportunities to work with students



E-Grants

- Administrative Costs
- MyAccess and ACT Online Prep



ACT Training

- Accommodations Training
 - ACT-Approved Accommodations Training:
http://www.act.org/aap/video/AA_Accommodations2013-2014.html
 - State-Allowed Accommodations Training:
http://www.act.org/aap/video/SA_%20Accommodations2014.html
 - Accommodations Q&A session: December 11
- Standard-Time Test Administration Training
 - Test Administration Webcast, December 2
 - Test Administration Q&A
 - In-person: January 16, Assessment Conference
 - Webcast: February 6



OPI Training

- Webinars
- 2014 Assessment and Data Conference
 - Call for speakers:
<http://opi.mt.gov/PDF/Assessment/Conf/14CallforSpeakers.pdf>
 - Online proposal form: <http://www.keysurvey.com/f/546006/3ebc/>



Useful Tools

- OPI Website
 - http://opi.mt.gov/curriculum/MontCAS/#gpm1_7
 - Post documents and deadlines
- ACT Montana Website
 - <http://www.act.org/aap/montana/act.html>
 - Deadlines, documents, trainings, applications/forms
- Checklist of Dates
- Summary of Requirements



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- ACT General Inquiries
 - 800.553.6244 x 2800
- ACT Accommodations Questions
 - 800.553.6244 x 1788

